



Natural Resources Conservation Service
Wallace F. Bennett Federal Building
125 South State Street, Room 4402
Salt Lake City, UT 84138-1100

March 7, 2008

UTAH BULLETIN UT330-08-01

SUBJECT: MGT - USE OF TOOLKIT, PROTRACTS, PROGRESS REPORTING SYSTEM (PRS), AND CONSERVATION SYSTEM GUIDE SHEETS (CSG)

Expiration Date: In effect until further notice.

Purpose: The purpose of this bulletin is to:

1. Reaffirm mandated use of Customer Service Toolkit, ProTracts and PRS;
2. Give an update on Conservation System Guide Sheets (CSG);
3. Underscore how interdependent these processes are on one another.

Background:

There is a need for **all conservation planners** in Utah to use the current programs and software available for planning and contracting conservation plans. Failure to use the current programs and software correctly results in the incomplete and inaccurate conservation databases, leading to compromised state- and national-level NRCS and USDA strategic and operations planning and conservation progress reporting. Migration to future planning and reporting business tools will be based on previously-developed databases, hence the need to use these programs and software, and use them correctly.

Toolkit and Protracts

All conservation plans in Utah will be developed with the most current version of Customer Service Toolkit installed in Utah. Conservation plans developed in Toolkit serve as the foundation for contracts developed in ProTracts. Use of ProTracts is also required in Utah for following cost-share programs:

- AMA
- CSP
- EQIP
- WHIP

Toolkit includes the ability to create conservation plan maps using ArcMap. The ArcMap GIS component of Toolkit (ArcGIS) is **mandatory** for conservation planning in Utah. Since many other USDA-NRCS applications link to the spatial location of conservation practices it is imperative that we incorporate GIS into our field office business operations. Compliance with

NRCS Utah planning policy requires the planner to incorporate the following into the Toolkit customer file.

- Digitizing planned land units (*e.g.*, tract and field boundaries).
- Identifying the practice type (*e.g.*, point, line, and/or polygon).
- Correctly attributing these digitized features using the Toolkit attribute tool.

Progress Reporting System (PRS)

Progress will be reported out of Toolkit or Protracts. Please see Utah Bulletins UT 330-08-02 and UT330-08-03, dated March 7, 2008, for additional guidance on reporting to PRS from Toolkit.

Conservation System Guide Sheets (CSG)

Conservation System Guide Sheets (CSG) linkage will be required, for each land unit in Toolkit. This link will provide the resource concern and physical effects information. This link will also auto populate the recommended practices for a Resource Management System (RMS) plan that will address the typical resource concerns found on the type of land unit being planned for within the applicable Common Resource Area (CRA).

Contacts:

Progress Reporting System:	Juan C. Hernandez, ASTC - Operations (801) 524-4552 Juan.Hernandez@ut.usda.gov
Customer Service Toolkit, ProTracts, and Progress Reporting System:	James Huggard, State Technology Coordinator (801) 524-4587 James.Huggard@ut.usda.gov
Customer Service Toolkit and ArcMap:	Ryan Pierce, GIS Specialist (801) 524-4304 Ryan.Pierce@ut.usda.gov
Conservation Guide Sheets:	Julie Suhr Nelson, Agricultural Economist (801) 524-4560 Julie.Nelson@ut.usda.gov

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SYLVIA A. GILLEN
State Conservationist

Distribution: E